

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C1158

Page 1 of 2

Agency - **Wicomico County** Division/Unit - **Finance Department/Billings & Collections**

Item No.	Description	Retention
1.	Property Transfer Forms. - Show seller, buyer, address, property description, amount due, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
2.	Miscellaneous Accounts Receivable. -Miscellaneous revenue inquiry, remittance form, adding machine tape, invoice inquiry, remittance advice, etc.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
3.	Utility Bills. - Copy of bill, payment stub returned with payment, customer receipt, adding machine tape.	Retain 3 years and until all audit requirements have been fulfilled, then destroy.
4.	Tax Reports. -Parcel listings, and tax rolls	Retain 6 years and until all audit requirements have been fulfilled, then destroy.
5.	Property Tax Payments. -Remittance stub, adding machine tape, tax certificate, accounts receivable inquiry, check stub, disbursement check voucher.	Retain 6 years and until all audit requirements have been fulfilled, then destroy.
6.	Tax sale records	Retain 3 years after redemption or foreclosure and until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature



Typed Name Pat Petersen

Title Director of Finance

Schedule Authorized by State Archivist

Date

16 Mar 2011

Signature



**DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)**

Schedule No. C1158

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Agency - Wicomico County      Division/Unit - Finance Department/Billings & Collections

Item No.	Description	Retention
7.	Correspondence	Screen Annually. Destroy material having no further legal, administrative, fiscal or operational value. Retain permanently any material that serves to document the origin, development and accomplishments of the department. Electronic mail – retain 60 days, then destroy (any email that is an elemental part of what has been classified by this retention/disposal schedule as a record will be retained according to the time periods specified herein).

DGS 550-1A



<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p><b>AGENCY RECORDS INVENTORY</b></p> <p>PAGE <u>1</u> OF <u>7</u></p>
1. Department/Agency Wicomico County	2. Division Finance Department	3. Unit Billings and Collections
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Property Transfer Forms		5. Earliest Year/Latest Year ____1975____ to ____2010____
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) State of Maryland intake sheet, notification from State of MD of increases and decreases		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ Not sequenced</p>	<p>9. Volume _50 boxes____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)_Cardboard storage boxes_____</p> <p>10. Annual Accumulation _3____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)_____</p>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After _2____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)
13. Current Location(s) (Bldg., Floor, Room) Government Office Building Rm 102, Wicomico County Detention Center and Wicomico County Old Court House		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Tax rolls are also at the MD State Dept of Assessments; however, local changes (manufacturing exemptions, etc) are not on the State rolls
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Retain 3 years and until all audit requirements have been fulfilled, then destroy.
19. Name and Title of Preparer Patricia Petersen, Director of Finance	20. Telephone Number 410-548-4840	21. Date December 23, 2010

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>7</u></p>
<p>1. Department/Agency  Wicomico County</p>	<p>2. Division  Finance Department</p>	<p>3. Unit  Billings and Collections</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Miscellaneous Accounts Receivable</p>	<p>5. Earliest Year/Latest Year _1975_ to _2010_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Miscellaneous revenue inquiry, remittance form, adding machine tape, invoice inquiry, remittance advice, etc.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify)___</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _10_ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify)___cardboard boxes_____</p> <p>10. Annual Accumulation _&lt;1_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)_____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p>Once the year is closed and the audit is complete, rarely if ever</p>	<p>12. File Becomes Inactive After _1_ Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Government Office Building (Rm 102), Wicomico County Detention Center and Wicomico County Old Court House</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain 3 years and until all audit requirements have been fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Patricia Petersen, Director of Finance</p>	<p>20. Telephone Number 410-548-4840</p>	<p>21. Date December 23, 2010</p>

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<p>1. Department/Agency Wicomico County</p>	<p>2. Division Finance Department</p>	<p>3. Unit Billing and Collections</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Utility Bills</p>	<p>5. Earliest Year/Latest Year 1975 to 2010</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Copy of bill, payment stub returned with payment, customer receipt, adding machine tape, billing information from City of Salisbury</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) _____ By quarter, then by parcel</p>	<p>9. Volume _40 cardboard boxes_____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) _____cardboard boxes_____</p> <p>10. Annual Accumulation _2_____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) _____Bound report_____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input checked="" type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _2_____</p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Government Office Building Rm 102, Wicomico County Detention Center and Wicomico County Old Court House</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain 3 years and until all audit requirements have been fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Patricia Petersen, Director of Finance</p>	<p>20. Telephone Number 410-548-4840</p>	<p>21. Date December 23, 2010</p>

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1. Department/Agency Wicomico County	2. Division Finance Department	3. Unit Billings and Collections
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. Record Series Title Tax Reports	5. Earliest Year/Latest Year ____1975____ to ____2010____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Parcel listings and tax rolls		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _60 boxes_____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify)_Cardboard storage boxes_____</p> <hr/> <p>10. Annual Accumulation _2_____</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)_____</p>
11. File is Used  <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After ____2____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Government Office Building Rm 102, Wicomico County Detention Center and Wicomico County Old Court House	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Tax rolls are also at the MD State Dept of Assessments; however, local changes (manufacturing exemptions, etc) are not on the State rolls	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 6 years and until all audit requirements have been fulfilled, then destroy.	
19. Name and Title of Preparer Patricia Petersen, Director of Finance	20. Telephone Number 410-548-4840	21. Date December 23, 2010

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>5</u> OF <u>7</u></p>
<p>1. Department/Agency  Wicomico County</p>	<p>2. Division  Finance Department</p>	<p>3. Unit  Billings and Collections</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Property Tax Payments</p>	<p>5. Earliest Year/Latest Year _1975_ to _2010_</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Remittance stub, adding machine tape, tax certificate, accounts receivable inquiry, check stub, and disbursement check voucher.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _30 boxes_ Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) _cardboard boxes_ _____</p> <p>10. Annual Accumulation _1_ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p> <p>Once the year is closed and the audit is complete, rarely if ever.</p>	<p>12. File Becomes Inactive After _1_ Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Government Office Building (Rm 102), Wicomico County Detention Center and Wicomico County Old Court House</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retain 6 years and until all audit requirements have been fulfilled, then destroy.</p>	
<p>19. Name and Title of Preparer Patricia Petersen, Director of Finance</p>	<p>20. Telephone Number 410-548-4840</p>	<p>21. Date December 23, 2010</p>

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 Waterloo Road, P.O. Box 275  
Jessup, Maryland 20794  
410-799-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency  
Wicomico County

2. Division  
Finance Department

3. Unit  
Billing and Collections

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title  
Tax sale records

5. Earliest Year/Latest Year  
1975 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  
All records associated with tax sale - parcel information, tax and penalty calculations, payments, tax certificates, correspondence, etc.

7. Record Series Format(s) List all

- Letter Size    Microfilm  
 Legal Size    Computer Tape  
 Audio Tape    Floppy Disk  
 Bound Book    Video Tape  
 Other (specify) \_\_\_\_\_

8. Record Series Sequence

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify) \_\_\_\_\_  
Chronologically by year, then chronological by tax sale number within year

9. Volume

60 cardboard boxes  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

10. Annual Accumulation

2  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

11. File is Used

- Daily    Weekly    Monthly    Annually

12. File Becomes Inactive After

After property is sold or redeemed; can take years

Number    Month(s)    Year(s) 3 years

13. Current Location(s) (Bldg., Floor, Room)

Government Office Building Rm 102, Wicomico County Detention Center and Wicomico County Old Court House

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes    No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes    No

16. Audit Requirements

- None    State    Federal    Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes    No

18. Recommended Retention

Retain 3 years after redemption or foreclosure and until all audit requirements have been fulfilled, then destroy.

19. Name and Title of Preparer

Patricia Petersen, Director of Finance

20. Telephone

Number  
410-548-4840

21. Date

December 23, 2010

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 Waterloo Road, P.O. Box 275  
Jessup, Maryland 20794  
410-799-1930

AGENCY RECORDS INVENTORY

PAGE 7 OF 7

1. Department/Agency

Wicomico County

2. Division

Finance Department

3. Unit

Billings and Collections

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title

Correspondence

5. Earliest Year/Latest Year

1975 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Correspondence between Finance Department and both internal and external stakeholders. Includes letters, surveys, reports, presentations, emails, etc.

7. Record Series Format(s) List all

- Letter Size     Microfilm  
 Legal Size     Computer Tape  
 Audio Tape     Floppy Disk  
 Bound Book     Video Tape  
 Other (specify) \_\_\_\_\_

8. Record Series Sequence

- Alphabetical  
 Numerical  
 Chronological  
 Geographical  
 Other (specify) \_\_\_\_\_

By type - i.e., all Presentations filed together, etc.

9. Volume

30 storage boxes  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) cardboard boxes

10. Annual Accumulation

1  
Number

- File Drawer(s)  
 Microfilm Reel(s)  
 Computer Tape(s)  
 Other (specify) \_\_\_\_\_

11. File is Used

- Daily     Weekly     Monthly     Annually

As needed; once correspondence is sent, it is rarely referred to after 6 months. Presentations to community groups are referred to annually.

12. File Becomes Inactive After

2

Number     Month(s)     Year(s)

13. Current Location(s) (Bldg., Floor, Room)

Government Office Building, Room 102

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

Yes     No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

Yes     No

16. Audit Requirements

None     State     Federal     Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

Yes     No

18. Recommended Retention

Screen annually; destroy material having no further fiscal, legal or operational value. Retain permanently material that documents the origin, development & accomplishments of the department. Electronic mail - retain 60 days, then destroy (any email that is an elemental part of what has been classified by this retention/disposal schedule as a *record* will be retained according to the time periods specified herein).

19. Name and Title of Preparer

Patricia Petersen, Director of Finance

20. Telephone

Number  
410-548-4840

21. Date

December 23, 2010

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	<b>ELECTRONIC RECORDS INVENTORY</b>
		Page <u>  1  </u> of <u>  4  </u>

<b>1 DEPARTMENT/AGENCY</b> Wicomico County	<b>2 DIVISION</b> Finance	<b>3 UNIT</b> Billing & Collections
-----------------------------------------------	------------------------------	----------------------------------------

**DEFINITION – Record Series -** A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

<b>4 ELECTRONIC RECORD SERIES TITLE</b> Utility Bills	<b>5 EARLIEST YEAR/LATEST YEAR</b> 2000 TO 2010
----------------------------------------------------------	----------------------------------------------------

<b>6 INPUT -</b> Identify source of information to be entered Usage, applicable rates, property address, billing date	<b>7 OUTPUT -</b> Identify the use/s of information generated by system Balances to be used for collection of property taxes.
--------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------

**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

The County has Urban Service Districts – these are water and sewer bills for these districts.

**9 POLICY ON ACCESS AND USE –** Explain or attach copy if established in writing.

No restrictions.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**

Bills are sent quarterly.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

From 2008 forward, the input/output is to the County's financial management system, which is on a central server located at the County's Government Office Building at 125 N Division St, Salisbury, MD and maintained by an ongoing annual contract. Prior to 2008 the information was in the County's old financial management system which is hosted on a central server belonging to the vendor, Paragon Consulting, located in York, PA. We have an annual contract with the old software vendor to maintain those records.

**12 RECOMMENDED RETENTION**  
 Retain 3 years and until all audit requirements have been fulfilled, then destroy.

<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Pat Petersen	<b>14 TELEPHONE NUMBER</b> 410-548-4840	<b>15 DATE</b> December 23, 2010
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<b>16 TITLE OF PREPARER</b> Director of Finance
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**INSTRUCTIONS** – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 Waterloo Road, P.O. Box 275  
Jessup, Maryland 20794  
(410) 799-1930**

**ELECTRONIC RECORDS INVENTORY**

Page 2 of 4

**1 DEPARTMENT/AGENCY**  
Wicomico County

**2 DIVISION**  
Finance

**3 UNIT**  
Billing & Collections

**DEFINITION – Record Series -** A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

**4 ELECTRONIC RECORD SERIES TITLE**  
Tax Reports

**5 EARLIEST YEAR/LATEST YEAR**  
2000 TO 2010

**6 INPUT -** Identify source of information to be entered  
Customer, property address, amount, & date

**7 OUTPUT -** Identify the use/s of information generated by system  
Parcel listings, tax rolls

**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

This is an electronic listing of the tax rolls and parcel descriptions.

**9 POLICY ON ACCESS AND USE –** Explain or attach copy if established in writing.

No restrictions.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**

Main tax rolls are received from the State Department of Assessments in June of each year. Additions and adjustments are received periodically throughout the year, and are entered as received.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

From 2008 forward, the input/output is to the County's financial management system, which is on a central server located at the County's Government Office Building at 125 N Division St, Salisbury, MD and maintained by an ongoing annual contract. Prior to 2008 the information was in the County's old financial management system which is hosted on a central server belonging to the vendor, Paragon Consulting, located in York, PA. We have an annual contract with the old software vendor to maintain those records.

**12 RECOMMENDED RETENTION**

Retain 6 years and until all audit requirements have been fulfilled, then destroy.

**13 TYPED OR PRINTED NAME OF  
PREPARER**  
Pat Petersen

**14 TELEPHONE NUMBER**  
410-548-4840

**15 DATE**  
December 23, 2010

**16 TITLE OF PREPARER**  
Director of Finance

DGS 550-6

<b>INSTRUCTIONS</b> – Type or print a separate form for each new/ revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	<b>ELECTRONIC RECORDS INVENTORY</b>
		Page <u>  3  </u> of <u>  4  </u>

<b>1 DEPARTMENT/AGENCY</b> Wicomico County	<b>2 DIVISION</b> Finance	<b>3 UNIT</b> Billing and Collections
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**DEFINITION – Record Series -** A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

<b>4 ELECTRONIC RECORD SERIES TITLE</b> Property Tax Payments	<b>5 EARLIEST YEAR/LATEST YEAR</b> 2000 TO 2010
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<b>6 INPUT -</b> Identify source of information to be entered Customer, amount paid, property address, & date paid	<b>7 OUTPUT -</b> Identify the use/s of information generated by system Determine uncollected amounts and advertise amount owed
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**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  
 Listing of payments against property tax bills.

**9 POLICY ON ACCESS AND USE –** Explain or attach copy if established in writing.  
 Unrestricted, but generally only accessed by employees of the Finance Department.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**  
 Updated daily as payments are received.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.  
 From 2008 forward, the input/output is to the County's financial management system, which is on a central server located at the County's Government Office Building at 125 N Division St, Salisbury, MD and maintained by an ongoing annual contract. Prior to 2008 the information was in the County's old financial management system which is hosted on a central server belonging to the vendor, Paragon Consulting, located in York, PA. We have an annual contract with the old software vendor to maintain those records.

**12 RECOMMENDED RETENTION**  
 Retain 6 years and until all audit requirements have been fulfilled, then destroy.

<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Pat Petersen	<b>14 TELEPHONE NUMBER</b> 410-548-4840	<b>15 DATE</b> December 23, 2010
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<b>16 TITLE OF PREPARER</b> Director of Finance
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<b>INSTRUCTIONS</b> – Type or print a separate form for each new/revised electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04	<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b> 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930	<b>ELECTRONIC RECORDS INVENTORY</b>
		Page <u>  4  </u> of <u>  4  </u>

<b>1 DEPARTMENT/AGENCY</b> Wicomico County	<b>2 DIVISION</b> Finance	<b>3 UNIT</b> Billing & Collections
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**DEFINITION – Record Series -** A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

<b>4 ELECTRONIC RECORD SERIES TITLE</b> Tax sale records	<b>5 EARLIEST YEAR/LATEST YEAR</b> 2008 TO 2010
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<b>6 INPUT -</b> Identify source of information to be entered Customer, property address, unpaid amount, redeemer	<b>7 OUTPUT -</b> Identify the use/s of information generated by system Reports of delinquent taxpayers
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**8 ELECTRONIC RECORD SERIES DESCRIPTION -** Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Tax sale records are records of properties where taxes were not paid in a timely manner, giving the County the authority to sell these properties for back taxes.

**9 POLICY ON ACCESS AND USE –** Explain or attach copy if established in writing.

Controlled by State law.

**10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM**

Tax sale occurs annually in June of each year.

**11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE.** Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

Prior to 2008, all records were on paper. Beginning in 2011 all records will be electronic. From 2011 forward, the input/output is to the County's financial management system, which is on a central server located at the County's Government Office Building at 125 N Division St, Salisbury, MD and maintained by an ongoing annual contract.

**12 RECOMMENDED RETENTION**  
 Retain 3 years after redemption or foreclosure and until all audit requirements have been fulfilled, then destroy.

<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Pat Petersen	<b>14 TELEPHONE NUMBER</b> 410-548-4840	<b>15 DATE</b> December 23, 2010
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<b>16 TITLE OF PREPARER</b> Director of Finance
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